

The Record

19 January 1956

Chief, D/P/BI

Meeting to review OBI's Vital Materials Program  
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Present:

1. The purpose of this meeting was to review OBI's Vital Materials program and resolve certain questions raised in connection with it.

2. The Chief, Records Management Staff, had addressed a memorandum, dated 9 January 1956, to the AD/OBI, requesting concurrence in the transfer of certain halftone negatives from the VM Repository to the Record Center. This action to be in accordance with Item 198d of the Records Control Schedule for OBI. Capt. [REDACTED] stated that it was not appropriate for this office to concur in such an action since the Records Management Staff was completely responsible for storing and safeguarding Vital Materials. This office, however, takes the position that all Vital Materials forwarded by OBI must be labeled, recorded, handled and maintained as such. Mr. [REDACTED] agreed with Capt. [REDACTED]' position. It was also agreed that the negatives of halftones shipped to Record Center since the approval of OBI's Records Control Schedule are to be transferred from Record Center material to VM, and that all future such negatives will be forwarded by OBI for retention in VM.

3. This decision led into a discussion of the negatives and positives for multicolor NIS maps. At present, there is a complete set of negatives and a duplicate set of positives at Record Center for these maps. The possibility of discontinuing the positives and designating the negatives as the VM copies was raised again. This recommendation was originally made by [REDACTED] in January 1955. OBI stated that it was perfectly willing to have the negatives serve as VM copies providing the Records Management Staff agreed to service OBI and D/GC/RR requirements for periodic use of them. Mr. [REDACTED] agreed that this would be done. Before this decision was finalized, however, [REDACTED] stated that concurrence in this matter by the Chief, D/GC/RR would be necessary in order that all NIS maps be handled in the same way. A final decision was therefore delayed pending discussion with and concurrence by D/GC/RR. In subsequent

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conversations between [REDACTED], D/GC agreed to this procedure.

4. In summary the following decisions were reached:

(1) The negatives of NIS halftones are to be the VM copies.

(2) The negatives of NIS multi-color maps are to be the VM copies.

(3) Records Management Staff will service OBI and D/GC/RR requirements for periodic use of these negatives.

(4) Positives of multi-color maps will be discontinued.

It is estimated that this step will result in an annual saving of approximately \$15,000.

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Distribution:

- 1 - AD/BI
- 1 - Ch, Records Management Staff
- 1 - Ch, D/GC/RR
- 1 - D/P/BI (files)

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